



UNIVERSITY<sub>OF</sub>  
WINCHESTER

## **Apprenticeship Attendance and Off-The-Job Policy and Procedures**

<b>Document Title:</b>	Apprenticeship Attendance and Off-the-Job Policy and Procedure
<b>Responsible Role and Department:</b>	Apprenticeship Compliance Manager, Centre for Degree Apprenticeships
<b>Approving Body:</b>	Senate
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<p>Indicate whether the document is for public access or internal access only.</p> <p>Indicate whether the document applies to collaborative provision?</p> <p><i>(Strikethrough text, as appropriate)</i></p>	<p><b>Public Access</b></p> <p><del><b>Internal Access Only</b></del></p> <p><del><b>Applies to Collaborative Provision</b></del></p>
<p><b>Summary:</b></p> <p>This document is to assist University staff, apprentices and employers in understanding their role and responsibilities for recording and reporting attendance and Off-the-Job (OTJ) training. This document should be read in conjunction with the University Attendance Policy and the Department of Education Funding Rules (<a href="#">DfE Apprenticeship Funding Rules</a>) and Apprenticeship Off-the-Job Training Guide (<a href="#">DfE Off-the-Job Guide</a>)</p>	

Equality Impact Assessment	
Summary of process undertaken to determine equality impacts:	Reviewed by the Apprenticeship Compliance Manager. Department of Education requires all Off the Job hours are recorded monthly, of which attendance on scheduled learning activities is required. This is a compliance rule for funding purposes and there is no opt out.
University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another):	ARPP 14 <sup>th</sup> May 2025
<b>Identified equality impact(s) on colleagues and students</b> (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic)	
Protected Characteristic	Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary.
Age	High proportion of apprentices at the UoW are 24+ (72%) with a high proportion of those returning to study. To mitigate any impacts details of support is provided. Extenuating circumstances are also available where attendance onsite is at risk, along with details of communicating when there are issues and having action plans to ensure OTJ is submitted as required.
Disability	To mitigate any impact on those apprentices with disabilities where there may be attendance issues details of support is provided. Extenuating circumstances and reasonable adjustments are also available where attendance onsite is at risk, along with detail of communicating when there are issues and having action plans to ensure OTJ is submitted as required.
Gender Identity	None
Marriage/Civil Partnership	None
Pregnancy and Maternity	Apprentices must follow Pregnancy, Adoption and Becoming a Parent while Studying – Guidelines and Support to Study where attendance and Off the Job hours may be impacted.
Race (incl. nationality)	To mitigate any impacts attendance details of support is provided. Extenuating circumstances and reasonable adjustments are also available where attendance onsite is at risk, along with detail of communicating when there are issues and having action plans to ensure OTJ is submitted as required.

Religion and Belief	To mitigate any impact on attendance due to religious observance details of communicating non-attendance and putting alternative arrangements are provided.
Sex	High proportion of apprentices are female (72%). To mitigate any impacts details of support are provided. Extenuating circumstances are also available where attendance onsite is at risk, along with details of communicating when there are issues and having action plans to ensure OTJ is submitted as required.
Sexual Orientation	None

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## 1. Introduction

- 1.1 The University has a duty to record and monitor apprentices Off-the-Job (OTJ) training hours alongside their attendance at the University of Winchester. This is in order to ensure:
- i. Apprentices are on track to meet the minimum 20 % OTJ for their apprenticeship programme;
  - ii. University staff are able to identify where apprentices may need additional contact or support;
  - iii. the University complies with its legal obligations to apprenticeship employer partners to report on their apprentice's attendance.
- 1.2 The DfE Apprenticeship Funding Rules ([DfE Apprenticeship Funding Rules](#)) also requires that evidence of OTJ is retained by the University to document that each apprentice is meeting the following definition of OTJ throughout the duration of their apprenticeship programme. Off-the-Job training must be:
- Training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime.***
- 1.3 The University is also responsible for ensuring that Active Learning (OTJ) takes place every calendar month of the practical period of an apprentice in order to keep them engaged and working towards the achievement of their apprenticeship. Active Learning is defined as being Off the Job training.
- 1.4 This policy outlines the expectations, requirements and responsibilities for recording, monitoring and reporting apprentices OTJ and attendance and includes actions that may be taken when an apprentice does not meet the attendance and/or OTJ expectations.

## 2. Scope

- 2.1 This policy applies to
- i. All apprentices enrolled on an apprenticeship delivered by the University.
  - ii. All University staff involved in teaching, mentoring and/or tutoring on an apprenticeship programme at the University.
- 2.2 The attendance requirements set out in this document are additional to the University Attendance Policy and must be fully adhered to in order for the apprentice to remain enrolled on their apprenticeship programme.
- 2.3 In extraordinary circumstances (such as pandemics or natural disasters), the University may adjust this policy to accommodate affected apprentices, while retaining compliance with the DfE.

## 3. Review

- 3.1 This policy will be reviewed annually, in line with the annual renewal of the DfE Apprenticeship Funding Rules to ensure that they remain compliant with government

#### **4. Attendance**

- 4.1 An apprentice is released by their employer to attend active learning (OTJ) provided by the University of Winchester. This may be to attend on-campus activities, such as lectures and seminars, but could also include online sessions.
- 4.2 All active learning (OTJ) organised by the University will be undertaken during the apprentices' normal working hours (see 1.2 above) and therefore will be treated as a day of work.
- 4.3 Apprentices are expected to attend all learning activities that have been scheduled and ensure that their attendance is recorded via the University attendance app (see the Attendance Policy for details).
- 4.4 Apprentices are responsible to ensure they are logged in to the app while on campus and to report any issues with their account with KDS via <https://servicedesk.winchester.ac.uk/> or by visiting helpdesk in the Martial Rose or West Downs Library.
- 4.5 Apprentices are responsible for checking their attendance record via the app, and to report to the member of staff at the timetabled teaching session within two working days if their attendance has not been recorded.
- 4.6 The University recognises that there may be times when apprentices are not able to attend their scheduled learning activities. When this is the case, apprentices must use the Faculty non-attendance reporting system to alert the Faculty. The apprentice must also contact their employer to notify them of their planned non-attendance.
- 4.7 Module tutors must record on the attendance system reported non-attendance within 48 hours after the timetabled activity.
- 4.8 Attendance will be monitored by the Programme Team and Skills Coaches via a monthly Attendance and OTJ report provided by the Centre of Degree Apprenticeships. They will work with the PAT and Faculty SSSA to ensure attendance data is accurate and what actions, if any, have been put in place under the University Attendance policy.
- 4.9 Where non-attendance has been reported, and no contact from the apprentice has been made via the process above, the Programme Leader will alert the employer. Where an employer has evidence from the apprentice that they were not able to attend, this will be recorded as a reported non-absence accordingly.
- 4.10 One month before the apprentices Tripartite Progress Review (TPR), the Faculty will complete an attendance check on Aptem to record any non-attendance (reported or not). These check points will be used to inform Skills Coaches of any issues that need to be discussed at the TPR with the apprentice and employer.

#### **5. Off-the-Job Training**

- 5.1 Off-the-Job training is an essential and legal requirement of an apprenticeship. All apprentices must spend at least 20% of their normal working hours over the planned duration of the apprenticeship practical period in active learning.
- 5.2 Apprenticeship apprentices will have planned Off-the-Job hours calculated and confirmed on their Apprenticeship Agreement and Learning Plan. The calculation will be based on their

weekly contracted working hours (up to 30 hours a week) over the planned duration of the apprenticeship practical period.

- 5.3 The Off-the-Job definition above must be adhered to, and the University must ensure that OTJ training delivers new skills that are relevant to the apprenticeship.

#### 5.4 What is Off the Job Training



##### Off the Job Can Include

- The teaching of theory (e.g lectures, role playing, simulation exercises, online learning)
- Practical training (e.g shadowing, mentoring, industry visits and participation in competitions)
- Learning support
- Time spent writing assignments
- Revision (Where this is specially required for achievement of the apprenticeship)



##### Off the Job Cannot Include

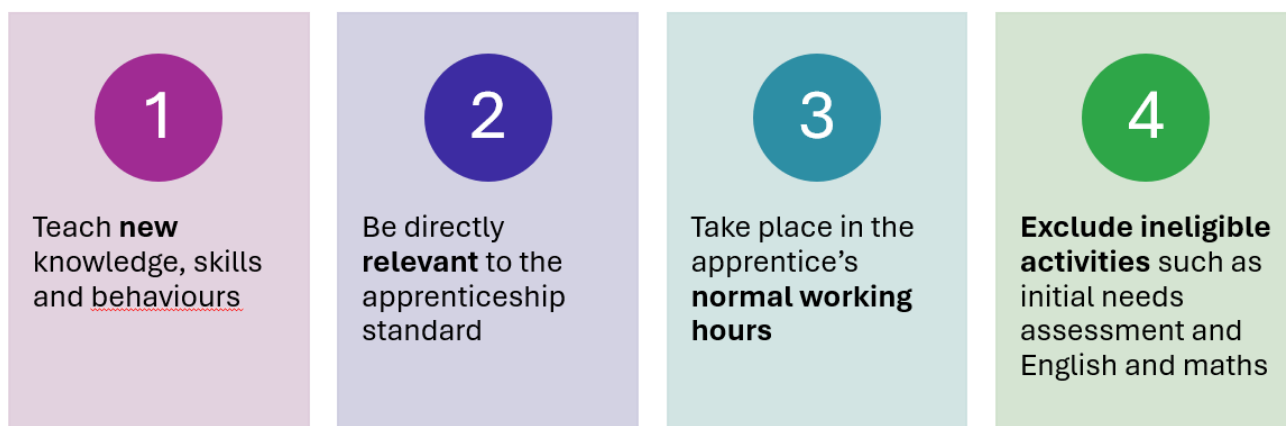
- Initial assessment and on boarding activities
- English and maths training;
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard
- Tripartite Progress Reviews
- Examinations and other tests; and
- Training which takes place outside the normal working hours of the apprentice (unless the apprentice has been paid for the additional hours or been given time off in lieu)

- 5.5 Training received by the apprentice for the sole purpose of enabling them to perform work for which they have been employed, so does not specifically link the knowledge, skills and behaviour of the apprenticeship standard, is defined as **On-the-Job** training, and cannot be included as **Off-the-Job** training.
- 5.6 To remain an active apprentice, the apprentice must undertake planned active learning (OTJ) **every calendar month** of the practical period. In order to evidence that active learning (OTJ) has taken place, apprentices must complete and submit via Aptem a monthly OTJ log which must be validated and signed by the Programme Team.
- 5.7 A break in learning must be used where no planned active learning is taking place, whether that is due to there not being any planned OTJ or where an apprentice has to take a leave of absence due to annual leave, sickness or parental/maternity leave etc.
- 5.8 Apprentices must contact their Programme and Line Manager immediately if they are experiencing issues with completing or submitting their OTJ log. Apprentices will be at risk of non-progression where there is continual non-submission of OTJ logs and/or where there is 3 months or more of OTJ non-submission.

## 6. Validating and Monitoring Off-the-Job Training

- 6.1 Programme teams will be responsible for validating and signing off apprentice OTJ logs each month, via the apprenticeship management system.

- 6.2 Each log must be validated to ensure that the learning activity noted on the log is considered to be OTJ training. The four key tests for OTJ are that the activity must:



- 6.3 The Centre for Degree Apprenticeships will undertake monthly monitoring of OTJ submissions and will produce for each apprenticeship programme a monthly attendance and OTJ report.
- 6.4 Programme teams will use the monthly report to monitor both attendance and OTJ submissions ensuring any apprentice apprentices and their Line Managers are contacted where there are concerns.

## 7. Escalation Process for Non-submission of Off-the-Job Training

- 7.1 Due to the DfE funding requirements, apprentices **must** contact either their Programme Leader or Skill Coach if they are having difficulties in submitting their OTJ logs immediately. Non-submission will be a funding compliance risk and may result in withdrawal from the apprenticeship programme as defined in the Academic Regulations.
- 7.2 The Programme Leader or Skills Coach should notify the CfDA immediately if there are known issues that may be preventing an apprentice from completing their monthly OTJ logs to get advice as to whether a short-term break in learning is required.
- 7.3 An action plan must be implemented to ensure all missing OTJ is logged within a timely manner to ensure compliance with DfE, with a copy sent to the CfDA for the apprentice evidence pack.
- 7.4 The apprentice will not be permitted to proceed to the next stage of their programme until all OTJ logs have been submitted for the academic year.
- 7.5 Where the CfDA is not notified by the Programme Leader or Skills Coach, the following actions will be taken:
- i. **One Month Missing**  
**CfDA:** Email the apprentice as a polite reminder that they need to submit the OTJ, copying the Line Manager.
  - ii. **Two Months Missing**  
**CfDA:** Email the apprentice that they must submit all missing OTJ logs within 7 working days, copying in Line Manager and Programme Leader.
  - iii. **Three Months Missing**



**Apprenticeship Compliance Manager:** Email the Line Manager and Apprenticeship Lead at the employer requesting that the missing logs are submitted within 3 working days or an enforced break in learning will be put in place.

**iv. Continual Non-submission of OTJ**

Where there are continual concerns that are not satisfactorily resolved, the Apprenticeship Compliance Manager will discuss with the Programme Leader, Apprenticeship Lead and employer a recommendation to the Dean of Faculty of withdrawal of enrolment as defined in the Academic Regulations.

## **8. Support and Guidance**

- 8.1 Apprentices will receive training as part of their induction on what is OTJ, how to log their attendance and how to submit their OTJ logs.
- 8.2 Apprentices that have reasonable adjustments in place that may impact their ability to access any of the above systems, reasonable alternative arrangements will be made with the Programme Leader and the Centre for Degree Apprenticeships.
- 8.3 Apprentices are reminded to refer to policies and procedures relating to Appeals, Exceptional Circumstances, Pregnancy, Adoption and Becoming a Parent while Studying and Support to Study.

## Appendix A - Flow Chart Escalation

